



RHODE ISLAND DEPARTMENT OF PUBLIC SAFETY

State Fire Marshal

118 Parade Street, Providence RI 02909

Telephone: (401) 462-4200 — Fax: (401) 462-4250

Colonel Steven G. O'Donnell
Commissioner, Department of Public Safety
Superintendent, Rhode Island State Police

John E. Chartier, EFO
State Fire Marshal
Division of the State Fire Marshal

SAFETY PLAN AND EMERGENCY PROCEDURES FOR ASSEMBLY OCCUPANCIES



Revised and Amended February 2013

Contents:

Section 1: Public Assembly Safety Plan

Introduction	Page 3
Goals and Objectives	Page 3
Duties of the Building Owner or Authorized Agent	Page 4
General	Page 4
Evacuation Procedures	Page 5
Fire Safety Procedures	Page 6
Responsibility to Maintain & Upgrade	Page 6
Emergency Evacuation Drills	Page 6
Employee Training	Page 7
Employee Responsibilities	Page 8

Section 2: Emergency Procedures for Places of Assembly

Introduction	Page 9
Fire Safety Procedures	Page 9
Rescue	Page 9
Confine the Fire	Page 9
Sound Alarm	Page 9
Do's	Page 10
Don'ts	Page 10
What's Next	Page 10
Medical Emergency	Page 10
Bomb Threat Check List	Page 11
Mechanical Emergency	Page 12
Security	Page 12
Emergency Action Plans	Page 12

Section 3: Fireworks Displays in Assembly Occupancies

Safety Responsibilities	Page 13
Permit Procedures	Page 13
Operator Responsibilities	Page 14
Report to State Fire Marshal	Page 14
Sponsors Responsibilities	Page 14

Section 4: Sample Forms

Sample Housekeeping / Maintenance Report	Page 16
Sample Fire / Life Safety Protection Systems	Page 16
Sample Fire Drill Report	Page 17
Sample Company Profile	Page 18

Credits	Page 19
----------------	----------------

Section 1

Public Assembly Safety Plan

Introduction

Effective January 1, 2013, the Rhode Island Fire Safety Code, and NFPA 1 & 101 of the National Fire Protection Association 2012 Edition with annexes, rules and regulations, were adopted as the Rhode Island Fire Safety Code. (Revised and amended from the January 1, 2004 version). The State Fire Marshal's Office has put together these guidelines to assist in planning and development for evacuation procedures.

Assembly Safety Plan

Goals and Objectives

The goal of the Assembly Safety Plan is to provide a safe environment for people in any place of assembly. The assembly safety plan shall be prepared in accordance with the requirements of the local fire department and applicable codes. Management shall distribute to their employees applicable parts of the Safety Plan, which affect their actions in the event of a fire or other emergency and said plan shall be conspicuously posted in office area, break rooms, and other locations as required by the fire code and the local fire department. The following are the two primary components that shall be incorporated into the plan. However, depending on the occupancy, a more detail plan maybe required to comply with other occupancy chapters of NFPA.

1. Fire Evacuation Procedures

II. Fire Safety Procedures

The program will coordinate the efforts of the Fire Department and the building owner or his/her authorized agent toward the attainment of its objectives by:

- A. Defining and clarifying the responsibilities of the building owner and his or her authorized agent responsible for the fire protection inspections, fire safety planning, evacuation planning, and safety control team development.
- B. Gaining knowledge of the occupancy to enable the Fire Department to conduct effective fire fighting and rescue operations should an emergency occur.
- C. Correcting fire code hazards found in the occupancy by Fire Department personnel, Fire Prevention Bureau, and the building owner or his or her authorized agent, through education, advertisement and enforcement.
- D. Implementing an in-house safety team with which to resolve the issues of fire safety planning and evacuation procedure.
- E. Providing information and assistance, through the local fire department or the State Fire Marshal's Office on fire prevention inspections, manual fire fighting equipment, rescue and evacuation procedures.

Duties of the Building Owner or Authorized Agent

General

The owner or responsible person of a "Place of Assembly" shall submit a safety plan to the local fire department. The State Fire Marshal's Office recommends that a design professional or member of the local fire prevention bureau or the State Fire Marshal's Office assist your facility in completing your safety plan.

Evacuation Procedures

Due to extreme difficulties in moving large numbers of people from a building during an emergency, it is essential to develop an evacuation plan to deal with various emergency situations. These situations will be discussed in greater detail.

All Evacuation Plans shall include the following:

1. Emergency egress or escape routes and whether evacuation of the building is to be complete or, where approved, by selected floors or areas only.
2. Procedures for employees who must remain to operate critical equipment before evacuating.
3. A procedure for accounting for employees and occupants after evacuation has been completed.
4. Identification and assignment of personnel responsible for evacuation or emergency medical aide.
5. The preferred and any alternative means of notifying occupants of any type of an emergency.
6. The preferred and any alternative means of reporting any type of emergencies to the fire department or designated emergency response organization.
7. Identification and assignment of personnel who can be contacted for further information or explanation of duties under the plan.
8. A description of the emergency voice/alarm communication systems alerting tone and preprogrammed voice messages, where provided.
9. Appropriateness of the use of elevators.
10. Design and conduct of fire drills.

Fire Safety Procedures

Fire safety plans shall include the following:

1. The procedures for reporting a fire or other emergency.
2. The life safety strategy and procedures for notifying, relocating, or evacuating occupants.
3. Floor plans should be designed for each facility and included in your assembly safety plan booklet.

The following shall be included:

- a. An outline of the area involved
- b. Certified crowd manager or crowd manager supervisor present
- c. Seating arrangements
- d. Location of furnishings
- e. Calculated occupant load
- f. An occupant load conforming to the configuration of the area
- g. Exits, including size of doors
- h. Primary and secondary evacuation routes
- i. Accessible egress routes
- j. Areas of refuge
- k. Location of fire protection systems
 - i) fire alarm panels
 - ii) fire extinguishers
 - iii) manual pull stations
 - iv) fire department connection
 - v) sprinkler shutoffs and risers
 - vi) standpipes
 - vii) kitchen hood systems with shut-offs
4. A list of fire hazards associated with the normal use of the premises, including maintenance and housekeeping procedures.
5. Identification and assignment of personnel responsible for maintenance of systems and equipment installed to prevent or control fires.
6. Identification and assignment of personnel responsible for maintenance, housekeeping and controlling fuel hazard sources.

Responsibility to Maintain and Upgrade Assembly Safety Plan

1. The owner or his or her agent shall promptly update the Assembly Safety Plan upon changes in occupancy, use, or physical arrangement.

(a) A plan shall be established that describes the procedures to be followed in the event of fire or other emergencies. This plan shall be developed in accordance with regulations required by the State Fire Marshal's Office and the local authority, and shall include the following:

- The procedure for communicating an alarm.
- The procedure for evacuating or relocating occupants and, specifically, individuals with disabilities; and
- The procedure for conducting fire drills.
- The procedure for safe movement of crowds

2. The assembly safety plan and related activities for each building shall be maintained and kept in an easily accessible location on the premises.

Fire Safety Director

The owner or authorized representative shall assign a responsible person as Fire Safety Director to work with the State Fire Marshal's Office or the local authority in the establishment, implementation, and maintenance of the Assembly Safety Plan.

Emergency Evacuation Drills

When emergency evacuation drills are practiced they shall involve all employees and be conducted in a place of assembly as deemed necessary by the local authority to acquaint all employees with proper emergency procedures. Management shall assign competent leadership to conduct these drills. The drills shall be held at varying times to simulate the unusual conditions that occur in case of fire or other emergency.

Records shall be kept of each emergency evacuation drill and include the following information:

1. Identify of person conducting the drills
2. Date and time of the drill.
3. Notification method used.
4. Participants.
5. Problem(s) encountered.
6. Weather conditions during evacuation.
7. Time required accomplishing a complete evacuation.

Evacuation drills shall consist of, at a minimum, testing the fire alarm communication procedure described in the Fire Safety Plan and making all employees familiar with the emergency procedures.

A written record of drills shall be kept in your Assembly Safety Plan and should be readily available for inspection by the local authority having jurisdiction.

Employee Training and Response Procedures

All employees shall be trained in the emergency procedures described in their emergency evacuation and fire safety plans. This training should be done at time of hire and at least annually thereafter.

Records shall be kept and made available to the local authority upon request.

The employee training program shall include:

- Fire Prevention Training – Each employee shall be instructed in the proper procedures for preventing fires in the conduct of their assigned duties.
- Evacuation Training – Employees shall be familiar with the fire alarms and evacuation signals, their assigned duties in the event of an alarm or emergency, evacuation routes, areas of refuge, exterior assembly areas and evacuation procedures.
- Fire Safety Training – Employees shall know the locations and if allowed by the venue specific emergency action plans, the proper use of fire extinguishers or manual fire-fighting equipment. Use and occupancy related requirements in nightclubs, theatres, motion picture theatres, auditoriums and similar assembly occupancies used for non-continuous programs, an audible announcement is to notify the occupants of the location of the exits to be used in the event of an emergency condition warrants.

NOTE:

Motion picture theatres, and venues with the capability to do so, are allowed to project this announcement upon the screen in a manner approved by the State Fire Marshal Office.

Employee Responsibilities

Periodic Inspections

1. Inspect assigned area to eliminate life safety hazards.
2. Keep aisles and exits cleared.

Information

1. Familiarize employees with proper evacuation routes and procedures.
2. Maintain a current list of floor monitor, alternates and persons with disabilities (include breathing impaired)

Evacuation

1. Notify occupants in assigned area to form a line the aisle leading to a safe exit or stairwell and direct an orderly evacuation to designed safe area in:
2. Check restrooms, conference rooms and remote areas for employees who may not have heard evacuation alarms.
3. Keep occupants assembled in designated safe area in _____ until all clear is received.
4. If there are persons unaccounted for, the Fire Safety Director will immediately notify the Incident Commander.

Handicapped Evacuations

1. Evacuate persons with disabilities persons to an approved area of refuge or a safe area near the stairwell landings.
2. Designate two co-workers to assist.
3. First co-worker to stay with the person with disabilities, second co-worker to meet emergency units at _____ to inform them of handicapped person and location.

Definitions:

Floor Warden – a person whose responsibility is to ensure the safe, swift and organized evacuation from a designated floor, to a predetermined area safely outside the facility. They are also responsible to notify the Incident Commander of any occupants that still remain inside on their floor and the reason.

Alternate Floor Warden – a substitute for the Floor Warden in the event they are not available.

Incident Commander – The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources.

Section 2

Emergency Procedures for Places of Assembly

Introduction

This section will cover general information of proper procedures to follow in the event of an emergency in your building. The focus will be on life safety that will include procedures for medical, bomb, mechanical and security emergencies, just to name a few. The fire evacuation plan procedures discussed in the previous section can be used for the following circumstances:

Fire Safety Procedures

Rescue

Rescue anyone in immediate danger from the fire. In some incidents, additional help may need to be summoned to accomplish this task. If this operation should require more than a few seconds to accomplish, then the alarm should be sounded immediately to ensure that assistance is on the way.

Confine the Fire

In many cases, a fire can be restricted to a certain area by closing doors and preventing it from reaching further fuel or receiving additional oxygen. Closing doors should be performed as a person leaves the area to sound the alarm or upon evacuating the room.

Sound the Alarm

The Fire Safety Plan must make certain the alarm has been sounded. This will ensure that additional help has been summoned. If rescue and confining the fire require more than 30 seconds, then the alarm should be sounded before those tasks are performed.

1. The Emergency Action Plan must ensure that the Fire Department will be notified. This may be accomplished by calling 911, notifying the Building Control Center, or notifying the building switchboard operator or activating the fire alarm. Being familiar with your building and available equipment is very important.

- a. The Emergency number for the Fire, Police, and Medical is 911. This should be placed at all telephone locations.
- b. Give the exact location of the fire or other emergency:
 - * Building name and address
 - * Floor number
 - * Area
 - * Details of the emergency
- c. An employee should be assigned to meet the Fire Department and direct them to the Control Center, where they may be directed to the location of the fire.

2. Notify others within the building of the emergency, if this has not been previously accomplished. This may be accomplished by utilizing building specific procedures or sounding the building fire alarm.

- a. The Fire Safety Plan should have a procedure to notify members of the Fire Safety team and other responsible persons of the emergency, its nature, location, and any assigned task.
- b. A designated employee should be assigned the task of calling 911 even if the person reporting the fire has indicated that it has been reported. Additional calls to 911 do not present any special problems, but will ensure that the call is made.

Do's

1. Leave immediately fire area and close doors behind you.
2. Use stairwells to evacuate.
3. If caught in heavy smoke, take short breaths through your nose, stay near the floor and move to the exit by crawling.

Don'ts

1. **DO NOT** attempt to fight the fire.
2. **DO NOT** use the elevators.

What's Next

1. Assemble at your designated assembly point:_____
2. Fire Department dispatched through the 911 center.
3. Firefighters arrive to handle emergency.

Medical Emergency

In case of a medical emergency:

1. Call 911
2. If available, have a person trained in first aid check the patient.
3. Give all necessary information:
 - a. Address
 - b. Floor
 - c. Room
 - d. Condition of patient
 - e. Number of patients
4. Have somebody meet the Fire Department and/or ambulance crew at ground level, and also on the floor of the emergency.
5. Call the Fire Safety Director and inform him or her of the medical emergency. Provide all the necessary information.

Operator's Bomb Threat Call Checklist

Obtain as much detail as possible about the bomb and its location. Legitimate callers usually wish to avoid injury or death. Therefore, request data by expressing a desire to save lives.

1. Ask:
 - a. What is the exact location of the bomb?
 - b. What time is it set to detonate?
 - c. What does it look like?
 - d. What is the explosive?
 - e. Why was it placed?
2. Record:
 - a. Date and time of call
 - b. Exact language used
 - c. Male, or Female, adult or child, approximate age, race
 - d. Speech;
 - 1) Slow
 - 2) Rapid
 - 3) Normal
 - 4) Excited
 - 5) Loud
 - 6) Distinguished
 - 7) Broken
 - 8) Sincere
 - 9) Accent
 - e. Background noise
 - f. Name of operator receiving call
3. Notify:
 - a. Report the call to the police.
 - b. Notify your supervisor.
 - c. Follow instructions.
 - d. Do not discuss the call with other personnel.

NOTE: When notifying the local law enforcement bureau, do so from a different phone than the one the bomb call was received on. Often times a reverse trace can be done to get a potential caller location.

Mechanical Emergency

For day, night and weekend emergency mechanical problems, notify your supervisor, your facility HVAC person or call the building owner.

Security

In today's world, security issues are numerous and varied in nature. A lost child, disgruntled or overly excited patrons, poor play by sports teams, loss of power, unexpected weather related conditions, medical emergencies, are several examples of security issues that may be confronted. Another potentially dangerous and life threatening condition is the movement of crowds throughout your facility and surrounding areas. Most often crowd crush, leading to asphyxiation, is the major cause of all crowd related deaths. Security forces also need to be skilled in time, space, energy, information and metering the smallest of crowds to larger attended events.

To adequately respond to these issues, security forces should be appropriately trained and qualified for jobs at hand. Ushers and other event personnel may be asked to assist traditional security force personnel when the conditions warrants. Physical presence of law enforcement is most often, sufficient to show that your facility will not tolerate misbehavior. Security cameras can also be of great assistance in utilizing your resources most efficiently. Video documentation or recording the event can too, provide much needed assistance.

Pre-event planning is so important for the successful of an event. Both large and small occupancies need to develop and have an emergency action plan. Emergency Action Plans detail each employee role and responsibilities when an emergency situation warrants. Remember no one plan is good for every event, developing event specific plans will ensure that conditions are addressed.

While no plan is fool proof, but lack of developing, executing and exercising a plan can result in not just physical injury or death but potentially liability as well. Knowing the plan and recognizing potentially hazardous situations before they arise not only protects the safety of the occupants but protects the sustainability of a facility. Involve all stakeholders, including local fire, emergency medical services and law enforcement organizations, in the developing, executing and exercising your plan. Security teams need to operate in unison with local authorities. So when conducting drills, make every effort to include that all stakeholder participate.

Emergency Action Plan

Small, as well as, larger occupancies need to have an emergency action plan. Emergency Action Plans details what each employee role and responsibilities are in the unlikely event an emergency situation warrants. Knowing the plan is one thing but drilling and practicing is a must to ensure that proper actions will be taken when called upon to do so.

Section 3

Fireworks Displays in Assembly Occupancies

Fireworks Displays Safety Requirements

Effective February 20, 2004, revised and amended January 1, 2013 National Fire Protection Association standards 1123 and 1126 are enforced as Rhode Island State Law. State law requires that fireworks displays be permitted and conducted by a Licensed Operator certified by the State Fire Marshal's Office. Permits shall be obtained from the Local Fire Chief or his designee. The State Fire Marshal's Office should review all permits applications before they are issued.

State of Rhode Island Operator certification requirements include:

1. Successfully completing the State Fire Marshal's Office Operator Examination.
2. Provide references from at least 2 persons who can verify the experience and/or training received by the applicant.
3. Provide a certificate of competency (license) to the Fire Chief or his designee that he has a valid license from the State Fire Marshal's Office.
4. Prior to local fire chiefs issuing permits, an approval form from the State Fire Marshal's Office must be submitted.

Permit Procedure

Applications must be received at least 30 days prior to the date of the display. Information on the application must include:

1. Name of the organization or person sponsoring the display; including the name, address, and phone number of contact person for the organization. Permits are non-transferable.
2. Name and certification (license) number with expiration date for the pyrotechnic operator that will be supervising the display.
3. Date, time of day, and exact location of the proposed display.
4. A diagram of the facilities where the display will be held. The diagram must show the point where fireworks will be discharged; the lines behind which the audience will be restrained and the fallout radius for each pyrotechnic device used during the display.
5. The approximate number and type of fireworks and/or pyrotechnic special effects materials to be discharged. (Any changes must be submitted and approved 24 hours prior to the display.)
6. The number names and ages of all assistants that will be present for the display. All assistant must be 18 years of age and recorded on the display report.
7. Proof of minimum \$1 million insurance.

Operator Responsibilities

The RI licensed operator is responsible for all aspects of the display related to fireworks and other pyrotechnics. The operator must ensure:

1. No fire or life safety hazard is allowed to exist or occur during the storage, transportation, handling, preparation or use of fireworks.
2. All displays are conducted in accordance with applicable laws, codes, regulations and guidelines relating to fireworks. (NFPA 1123 and 1126)
3. A sufficient number of assistants are on hand for the safe conduct of the display and that all assistants are fully trained in the proper performance of their assigned tasks and knowledge of safety hazards and the use of portable fire extinguishers.
4. All personnel involved in the display wear proper protective gear (i.e., safety glasses and protective clothing). Suitable protective clothing should include long-sleeved shirt and long pants made of 100 percent cotton, leather or other equivalent fabric.
5. A sufficient number of fire extinguishers of a suitable type are present while fireworks and other pyrotechnic materials are being loaded, prepared for firing or fired.
6. Contact the local fire department to determine the level of fire protection required for the display, which includes but is not limited to the presence of the minimum of one firefighter on duty as soon as the fireworks are on site.
7. Security to be provided around the discharge site to prevent spectators or other unauthorized person from entering the site.

Report to State Fire Marshal

The immediate notification to the State Fire Marshal's Office and a written report must be provided if any of the following occur:

- An injury to any person resulting from the display of fireworks.
- A fire or damage to property resulting from the display of fireworks.
- An unsafe or defective pyrotechnic product was used or observed.

Sponsor Responsibilities

The sponsor of the fireworks display is responsible for the following:

1. Obtaining the required city permit for the display.
2. Ensuring that the local fire marshal or fire chief has been contacted regarding requirements for standby fire apparatus and/or personnel.
3. Providing security around the discharge site to prevent spectators or any other unauthorized persons from entering the site.

Section 4

Sample Forms

We have included some examples of forms that you can use in your own plan.

IN-HOUSE SAMPLE INSPECTION REPORT

Housekeeping/Maintenance

OK NOT

- | | | |
|-------|-------|---|
| _____ | _____ | 1. All no smoking regulations being observed. |
| _____ | _____ | 2. Floors and area are free and clear of obstructions. |
| _____ | _____ | 3. Combustible waste placed in proper/approved containers. |
| _____ | _____ | 4. Trash/rubbish removal made on a regular basis. |
| _____ | _____ | 5. Flammable liquids safely stored in approved containers. |
| _____ | _____ | 6. "No Smoking" signs posted in flammable storage areas. |
| _____ | _____ | 7. Proper/approved ventilation provided in flammable storage area. |
| _____ | _____ | 8. All electrical plugs, switches and cords legal and in good repair. |
| _____ | _____ | 9. Adequate clearance maintained from <u>ALL</u> heat sources (3-feet). |
| _____ | _____ | 10. Electrical and devices turned off when not in use. |

Fire/Life Safety Protection Systems

OK NOT

- | | | |
|-------|-------|--|
| _____ | _____ | 11. Lighting in corridors, exits and stairwells are working properly. |
| _____ | _____ | 12. Exit signage illuminated as required. |
| _____ | _____ | 13. Evacuation routes adequately posted and maintained. |
| _____ | _____ | 14. Evacuation signs maintained – none defaced or missing. |
| _____ | _____ | 15. Fire doors in operable condition – not wedged or blocked open. |
| _____ | _____ | 16. Stairwells free of obstacles, storage, refuse, etc. |
| _____ | _____ | 17. Corridors and exits maintained unobstructed. |
| _____ | _____ | 18. Fire alarm systems tested regularly (tagged accordingly). |
| _____ | _____ | 19. Fire sprinkler valves visible/accessible (if possible). |
| _____ | _____ | 20. Fire sprinkler heads unobstructed. |
| _____ | _____ | 21. Portable fire extinguishers easily visible and properly located. |
| _____ | _____ | 22. Portable fire extinguishers are tagged and maintained accordingly. |
| _____ | _____ | 24. New employees instructed on emergency action plans. |

Additional Comments and/or observations:

Report submitted by: _____ Date: _____

Sample Fire Drill Report

This report is to be completed immediately after each fire drill and kept on file with the Evacuation Safety Plan. Explain all "NO" answers along with any comments, problems encountered, and recommendations on an additional sheet.

Building: _____ Date: _____

Business: _____ Address: _____

Drill Start Time: _____ Drill End Time: _____

Check Yes or No in the spaces provided for those items that are applicable to your occupancy.

YES NO

Communications

- _____ 1. Was the fire alarm clearly heard in all areas?
_____ 2. Was the public address system (if available) clearly heard in all areas?
_____ 3. Was the Fire Department notified? Time: _____
_____ 4. Was security notified?

Evacuation Team Personnel

- _____ 5. Did team members report to respective stations?
_____ 6. Did team members carry out all assigned duties (floor search, head count, etc.)?
_____ 7. Were elevators brought to the main floor and held?

Containment of Fire

- _____ 8. Were all doors closed but not locked?
_____ 9. Was a fire extinguisher taken to the location of the fire (if relevant)?

Evacuation

- _____ 10. Were corridors and egress passageways kept clear?
_____ 11. Did the evacuation proceed in a smooth and orderly manner?
_____ 12. Did visitors to the building take part in the drill?

Utilities

- _____ 13. Were electric and gas appliances turned off?
_____ 14. Were lights left on?
_____ 15. Was the ventilating system shut down?

Records

- _____ 16. Were important documents and cash secured or prepared for removal?

Signature of Fire Safety Director

Date

Sample Company Profile Form

Date: _____

Company name: _____

Address: _____

Phone Number(s): _____

Type of Business: _____

Number of employees on-site: _____ Number of Shifts: _____

Occupant Load (if applicable): _____ Issue date: _____

Emergency contacts:

Primary contact _____ Title _____

Phone: Home _____ Other _____

Secondary contact _____ Title _____

Phone: Home _____ Other _____

Number of employees in need of assistance on-site (voluntary)

If you have employees who are in need of special assistance, what are your methods to have them safely evacuate?

Or do you defend in place method? _____

Or the buddy system? _____

Other? _____

Credits

National Fire Protection Association

Rhode Island Association of Fire Chief's

Rhode Island Fire Academy

Rhode Island Firefighters Instructors Association

Rhode Island Association of State Fire Marshal's

Providence Fire Department

Minneapolis Fire Department

Boston Fire Department

Revised and Amended February 2013 by Vincent Quintero, DSFM, CFI Rhode Island
State Fire Marshal's Office